

# **SUPERIOR COURT OF CALIFORNIA, COUNTY OF KERN**

## **Request for Quotation**

**RFQ Number: 7.26.06BH**

**Date Issued: July 27, 2006**

**From:**

Judicial Council of California  
Administrative Office of the Courts  
2860 Gateway Oaks Drive, Suite 400  
Sacramento, CA 95833-3509  
Attention: Bill Hardin

Bidder: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Email: TCSolicitation@jud.ca.gov

Acceptable Delivery Methods:

Mail or Express Delivery: ☐

Hand Delivery: ☐

Facsimile: ☐

### **THIS IS NOT AN ORDER**

**Deadline For Submitting Questions:** **August 4, 2006, 1:00pm (Pacific Time)**

**Bid Submittal Date:** **August 18, 2006, 1:00 pm (Pacific Time)**

**Required Delivery Date:** **As soon as possible.** **Payment:** **Net 30 days**

### **Description Of Requested Goods And Services**

The Superior Court of California, County of Kern is requesting quotations from highly qualified vendors to provide a comprehensive Automated Traffic Citation System solution as part of a pilot program for the Police Department of the City of Bakersfield, California to support the storing and uploading of traffic violation citations data. The goods and services provided shall be in accordance with the Terms and Conditions and Statement Of Work set forth herein.

**Evaluation Criteria** – Bids will be evaluated to determine the bid that offers the best value to the Court. Although some factors are weighted more than others, all are considered necessary, and a bid must be technically acceptable in each area to be eligible for award. With regards to cost, the Court reserves the right, in its sole discretion, to reject any bid whose price is outside of the competitive range. Quotations must be neat, complete, and fully address technical, cost, Bidder qualification and evaluation concerns. The evaluation will be based upon the following criteria, listed in order of descending priority:

- Contractor's capability and experience with providing and implementing a fully functional automated traffic citation system that is fit for the Court's intended purpose.
- Functionality, ease of use, ruggedness and durability of hardware components including ergonomic function, weight, battery life, capability of portable unit to withstand drops to hard surfaces, resistance to water intrusion, visibility of display, data entry function and network communications.
- Functionality and ease of use of software and interfaces including portable software and databases, PC and network hosted applications software and databases, system reports, data upload and system maintenance procedures.
- Services and support offered by the Contractor.
- Costs.

**Grand Total Bid: \$** \_\_\_\_\_

**Quote Valid Through** \_\_\_\_\_

**Federal Tax ID** \_\_\_\_\_

Bidder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_ Title: \_\_\_\_\_

## **BID INSTRUCTIONS**

### **PROCUREMENT SCHEDULE**

The Court has developed the following list of key events from RFQ issuance through notice of contract award and the respective deadline dates. All deadlines are subject to change at the Court's discretion.

RFQ Issued	<b>July 26, 2006</b>
Submittal of Questions and Requests for Clarifications or Modifications	<b>August 4, 2006, 1:00pm (Pacific Time)</b>
Quotation Due Date and Time	<b>August 18, 2006, 1:00pm (Pacific Time)</b>
Potential Interviews	<b>August 2006</b>
Notice of Award (estimated)	<b>August 2006</b>

### **DOCUMENT SUBMITTAL REQUIREMENTS**

All Bidders must submit the following documents to the Solicitation Contact **via mail or express delivery only** to the address indicated above no later than the quotation due date and time:

1. One completed copy of page 1 of this RFQ.
2. One completed copy of this RFQ's Pricing Sheet.
3. On a separate sheet(s), please provide the following information:
  - a) A short description of your company including a description of your company's experience as it pertains to providing products and services similar in size, complexity and scope to those required under this RFQ and in the manner required pursuant to this RFQ.
  - b) Total number of years your company has been in business and the total number of years your company has provided products and services similar in size and scope to those requested in this RFQ.
  - c) An audited profit and loss statement and balance sheet for your company for the last three (3) fiscal years. If your company is privately owned, this information will be kept confidential by the Court.
  - d) Provide the names, addresses, and telephone numbers for a minimum of five (5) customers for whom your company has provided similar products and services within the last 18 months. Please include a brief description of the scope of services provided to the customer and the duration of the Contract.
  - e) Specifications of the product to be supplied in response to this RFQ's Statement of Work.

### **RESERVATION OF RIGHTS**

Bidders submitting quotations do so entirely at their expense. There is no express or implied obligation by the Court to reimburse a Bidder for any costs incurred in preparing or submitting proposals, providing additional information when requested by the Court, participating in any selection interviews or product demonstrations or participating in this procurement.

All information entered on the RFQ must be clearly typed. No erasures are permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by the person signing the RFQ.

The Court reserves the right to reject any and all quotes, in whole or in part, as well as the right to issue similar RFQs in the future. The Court further reserves the right to make no award and to modify or cancel, in whole or in part, this RFQ.

### **RFQ ADDENDA**

The Court may modify this solicitation document prior to the date fixed for submission of bids by providing notice to potential Bidders via direct email and posting on the Court's website. If any potential Bidder determines that an addendum unnecessarily restricts its ability to propose, it must notify the Solicitation Contact no later than three (3) business days following the date the addendum was provided.

**Pricing shall reflect all addenda issued by the Court. Failure to do so will permit the Court to interpret the bid to include all addenda issued in any resulting Contract.**

### **PRE-BID CONFERENCE WALK-THROUGH**

The Court may require that interested Bidders attend a mandatory pre-bid conference to discuss the Work. If the Court elects to require a pre-bid conference, the Solicitation Contact will notify Bidders of the location, date and time. In the event a potential Bidder is unable to attend the pre-bid conference, an authorized representative may attend on their behalf. A representative may only sign in for one Bidder. Quotes from Bidders who did not attend the pre-bid conference will not be accepted and will be returned unopened.

### **AMBIGUITY, DISCREPANCIES, OMISSIONS**

If a Bidder submitting a quote discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation document, the Bidder shall immediately provide the Solicitation Contact written notice of the problem and request that the solicitation document be clarified or modified.

If prior to the bid submittal deadline a Bidder submitting a quote knows of or should have known of an error in the solicitation document but fails to notify the Court of the error, the Bidder shall submit a quote at its own risk, and if the Bidder is awarded the purchase, the Bidder shall not be entitled to additional compensation or time by reason of the error or its later correction.

### **CONTACT WITH COURT**

All questions regarding this RFQ must be sent to the Solicitation Contact at [TCSolicitation@jud.ca.gov](mailto:TCSolicitation@jud.ca.gov). At no time and under absolutely no circumstances shall Bidders make a telephone call to or visit the Solicitation Contact. At no time and under absolutely no circumstances shall Bidders contact any other Court personnel or anyone else in the State of California Judicial Branch prior to an award. Unauthorized contact regarding this solicitation with any Court personnel or anyone else in the State of California Judicial Branch may be cause for rejection of the Bidder's response.

### **ACCEPTANCE OF TERMS**

The requested goods and services will be provided pursuant to the attached terms General Terms and Conditions. Submittal of a proposal indicates that the Bidder accepts the General Terms and Conditions.

### **CONFIDENTIAL OR PROPRIETARY INFORMATION**

All materials submitted in response to this solicitation will become the property of the Court. One copy of a submitted quote will be retained for official files and become a public record. Any material that a Bidder considers as confidential but does not meet the disclosure exemption requirements of the California Public Records Act should not be included in the Bidder's proposal as it may be made available to the public.

### **ERROR IN SUBMITTED QUOTE**

If an error is discovered in a Bidder's quote, the Court may at its sole option retain the quote and allow the Bidder to submit certain arithmetic corrections. In determining if a correction will be allowed, the Court will consider the conformance of the quote to the format and content required by the solicitation, the significance and magnitude of the correction, and any unusual complexity of the format and content required by the solicitation.

If prior to an award, a Bidder discovers a mistake in their quote that renders the Bidder unwilling to perform under any resulting Contract, the Bidder must immediately notify the Solicitation Contact in writing and request to withdraw the quote. It shall be solely within the Court's discretion as to whether withdrawal will be permitted.

***End of Bid Instructions***

## PRICING SHEET

Please provide pricing information in the following table for the listed items to perform the Work as described in this RFQ.

Quantity	Unit Of Measure	Description	Unit Price	Extended Value
10	EA	Ten (10) Handheld portable electronic device(s) with electronic signature for field entry and issuance of citations including citation printer, magnetic strip reader, barcode reader, and electronic thumbprint reader.	\$	\$
1	LOT	All software licenses for Handheld citation devices and any PC or network hosted software.	\$	\$
1	LOT	One (1) year of warranty and support on all automated citation system hardware and software provided by Contractor including equipment parts, labor and technical, and software support including help desk support and version upgrades. Include separate pricing for extended warranty and support services.	\$	\$
1	LOT	Installation, systems integration and implementation services performed on-site.	\$	\$
1	LOT	On-site training for Police users and administrators by the Contractor's applications specialists including all associated expensed for travel and training materials. Court will provide facility for training sessions	\$	\$
			<b>TOTAL TAX</b>	\$
			<b>TOTAL SHIPPING COST</b>	\$
			<b>OTHER COSTS (PLEASE LIST)</b>	\$
				\$
			<b>GRAND TOTAL BID</b>	\$

*End of Pricing Sheet*

## **DEFINITIONS**

1. **"Bidder"**: Party or parties submitting a proposal for the specified Work.
2. **"City"**: The City of Bakersfield, California.
3. **"Contract"**: The agreement between Court and Contractor, including the Statement of Work and appendices, together with any other material specifically incorporated therein.
4. **"Contractor"**: Party or parties entering into the Contract with Court for the Work.
5. **"Court"**: The Superior Court of California, County of Kern.
6. **"Police"**: The police department of the City of Bakersfield, California.
7. **"RFQ"**: Request For Quotation.
8. **"Solicitation Contact"**: Bill Hardin, Procurement Specialist, Administrative Office of the Courts.
9. **"Work"**: Labor, supervision, materials, equipment and all requirements specified in this Request For Quotation.

***End of Definitions***

## **GENERAL TERMS AND CONDITIONS**

### **ACCEPTANCE**

BY DELIVERING THE ORDERED GOODS AND SERVICES, CONTRACTOR AGREES TO THE SPECIFICATIONS, TERMS, AND CONDITIONS SPECIFIED IN THIS CONTRACT AND ANY REFERENCED DOCUMENTS. CONTRACTOR'S ADDITIONAL OR DIFFERENT TERMS AND CONDITIONS ARE EXPRESSLY EXCLUDED FROM THIS CONTRACT AND THE COURT DOES NOT AGREE TO SUCH TERMS OR CONDITIONS. THIS CONTRACT'S TERMS AND CONDITIONS MAY ONLY BE VARIED BY A WRITING SIGNED BY THE COURT'S DULY AUTHORIZED REPRESENTATIVE. CONTRACTOR MAY NOT ALTER, ADD TO, OR OTHERWISE MODIFY THESE TERMS AND CONDITIONS.

### **AUDIT RIGHTS**

Contractor agrees to maintain records relating to performance and billing by Contractor under this Contract for a period of three years after final payment. During the period of time that Contractor is required to retain such records, the Court or its representative may, during normal business hours, inspect and make extracts or copies of such records and other materials for purposes of confirming the accuracy of invoices submitted hereunder.

### **CHANGES**

No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the Court.

### **DELIVERY AND PACKING SLIPS**

Time is of the essence to delivery and any other performance required of Contractor. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or any other purpose shall be paid by the Court unless it is expressly included on the face of this Contract. Unless stated otherwise in this Contract, the shipping point for all deliveries under this Contract shall be F.O.B. "Destination". Unless otherwise shown on this Contract, on "F.O.B. Shipping Point" transactions, Contractor shall arrange for lowest-cost transportation, prepay and add freight to its invoice, and furnish supporting freight bills over \$25. If delivery is to be made by a carrier, an itemized delivery ticket must be attached to the outside of the package. Each container must be marked with the Contract number, part number and quantity. Any itemized packing slip bearing the Court's Contract number as shown thereon must be left with the goods to insure their receipt.

### **ENTIRE AGREEMENT**

This Contract constitutes the entire agreement and final understanding of the parties with respect to the subject matter hereof and supersedes and terminates any and all prior and/or contemporaneous negotiations, representations, understandings, discussions, offers, proposals, or agreements between the parties, whether written or oral, express or implied, relating in any way to the subject matter hereof.

### **GOVERNING LAW, VENUE**

The formation, interpretation and performance of this Contract shall be governed by the laws of the State of California without regard to its conflict of laws provision. Venue for all litigation relative to the formation, interpretation and performance of this Contract shall be in the City of Bakersfield, California.

### **INDEMNIFICATION**

CONTRACTOR SHALL INDEMNIFY, DEFEND (WITH COUNSEL SATISFACTORY TO THE AOC) AND HOLD HARMLESS THE PURCHASING GROUP MEMBERS NAMED IN THIS MASTER AGREEMENT, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL LOSSES, COSTS (INCLUDING REASONABLE ATTORNEYS' FEES), LIABILITIES, DAMAGES, AND EXPENSES, INCLUDING INTEREST, PENALTIES AND SETTLEMENT AMOUNTS ENTERED INTO, IN EACH CASE WITH RESPECT TO ANY AND ALL THIRD PARTY CLAIMS CAUSED BY, ARISING OUT OF OR RESULTING IN ANY WAY FROM ANY DEFECT, WHETHER LATENT OR PATENT, IN THE GOODS OR SERVICES PURCHASED HEREUNDER OR FROM ANY ACT OR OMISSION BY CONTRACTOR, ITS AGENTS OR EMPLOYEES, INDEPENDENT CONTRACTORS OR SUBCONTRACTORS. THIS INDEMNIFICATION SHALL BE IN ADDITION TO THE WARRANTY OR OTHER OBLIGATIONS OF CONTRACTOR AND SHALL APPLY WITHOUT REGARD TO WHETHER THE CLAIM, DAMAGE, LOSS, LIABILITY, COST OR EXPENSE IS BASED ON BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER LEGAL OR EQUITABLE THEORY. THIS INDEMNITY SHALL SURVIVE DELIVERY AND ACCEPTANCE OF GOODS OR SERVICES.

### **INFRINGEMENT PROTECTION**

Seller shall hold the Court and its officers, agents, and employees harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, or patented or unpatented invention, article, or appliance furnished or used in connection with this Contract.

### **INSPECTION AND ACCEPTANCE**

Notwithstanding any prior inspection or payments, all goods and services delivered hereunder shall be subject to final inspection and acceptance or rejection by the Court at any time within thirty days after delivery to the Court.

## **INSURANCE REQUIREMENTS**

Contractor shall maintain the following insurance coverage. Contractor is also responsible for its Subcontractors maintaining sufficient limits of the same insurance coverage.

- **WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY:**
  - Workers' Compensation insurance or self-insurance indicating compliance with any applicable labor codes, acts, laws or statutes, State or Federal, where Contractor performs the Work.
  - Employers' Liability insurance shall not be less than \$1,000,000 for injury or death each accident.
- **COMMERCIAL GENERAL LIABILITY:**
  - Coverage shall be at least as broad as the Insurance Services Office (ISO) Commercial General Liability Coverage "occurrence" form, with no coverage deletions.
  - The limit shall not be less than \$1,000,000 each occurrence for bodily injury, property damage and personal injury. If coverage is subject to a general aggregate limit, this aggregate limit shall be twice the occurrence limit.
  - Coverage shall: a) By "Additional Insured" endorsement add as insureds Court, its directors, officers, agents and employees with respect to liability arising out of Work performed by or for the Contractor; b) be endorsed to specify that the Contractor's insurance is primary and that any insurance or self-insurance maintained by Court shall not contribute with it.
- **BUSINESS AUTO:**
  - Coverage shall be at least as broad as Insurance Services Office (ISO) Business Auto Coverage form covering Automobile Liability, Code 1 "any auto."
  - The limit shall not be less than \$1,000,000 each accident for bodily injury and property damaged.
- **ADDITIONAL INSURANCE PROVISIONS**
  - Before commencing performance of Work, Contractor shall furnish Court with certificates of insurance and endorsements of all required insurance for Contractor.
  - The documentation shall state that coverage shall not be cancelled except after thirty (30) days prior written notice has been given to Court.
  - The documentation must be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be submitted to:

**Superior Court of California, County of Kern**  
1415 Truxtun Avenue  
Bakersfield, CA 93301
  - A copy of all such insurance documents shall be sent to Court's Contract Negotiator and/or Contract Administrator.
  - Court may inspect the original policies or require complete certified copies, at any time.
  - Upon request, Contractor shall furnish Court the same evidence of insurance for its Subcontractors as Court requires of Contractor.

## **INVOICES, PAYMENT AND SETOFF**

The Court shall have no obligation to pay for any item until one original and two copies of a correct, itemized invoice for the item is received by the Court. Payment is due thirty days from receipt of a correct, itemized invoice. Each invoice shall be printed on Contractor's standard printed bill form, and shall include at a minimum (i) the Contract number, (ii) Contractor's name and address, (iii) the nature of the invoiced charge, (iv) the total invoiced amount, and (v) such detail as is reasonably necessary to permit the Court to evaluate the goods received and the services performed, if any, including without limitation the number of hours worked and the applicable hourly rate. Amounts owed to the Court due to rejections of goods or services or discrepancies in an invoice shall be, at the Court's option, fully credited against future invoices payable by the Court, or paid by Contractor within thirty days from Contractor's receipt of a debit memo or other written request for payment by the Court. The Court shall have the right at any time to set off any amount owing from Contractor to the Court against any amount payable by the Court pursuant to this Contract or any other transaction or occurrence.

## **REGULATIONS AND CONDUCT OF WORK**

- Contractor shall plan and conduct the Work to comply with local, state, and federal government agencies' applicable rules, regulations, codes and/or ordinances to adequately safeguard persons and property from injury. Contractor shall direct the performance of the Work in compliance with reasonable safety regulations and Work practices and with applicable federal, state and local laws, rules and regulations, including but not limited to, "Occupational Safety and Health Standards" promulgated by the U.S. Secretary of Labor and Safety Orders of the California State Division of Occupational Safety and Health (Cal-OSHA). Court may require Contractor's employees to wear approved "hard hats" and also to observe reasonable safety precautions in addition to those in use or proposed by Contractor. Neither the giving of such special instructions by Court nor the adherence thereto by Contractor shall relieve Contractor of the sole responsibility to maintain safe and efficient working conditions.
- In compliance with California Public Utilities Code, Section 465, Contractor agrees to pay its employees the prevailing wages. For purposes of this paragraph, "prevailing wages" shall be deemed to include employer payments, if applicable, for health and welfare, pension, holidays, sick leave, vacation, apprenticeship, or other training programs when required. Public Utilities Code, Section 465(d), provides that the Director of the Department of Industrial Relations shall determine the prevailing wage for custodial or janitorial employees in accordance with the standards set forth in Section 1773 of the Labor Code. Failure to pay the prevailing wage, as determined by the Director of the Department of Industrial Relations shall be cause for the termination of the Contract.

- Contractor shall comply with all applicable state laws, rules and regulations, including, but not limited to, Public Utilities Code 465 and 466, for the performance of the Work to be performed under this Contract.

**RISK OF LOSS:**

Seller shall bear the risk of loss or damage to the ordered goods until Contractor delivers the goods to the Court's place of business unless a different F.O.B. point is indicated on the face of this Contract. Notwithstanding such delivery, Contractor shall bear the risk of loss or damage to the goods purchased under this Contract in the event of and from the time the Court gives notice of rejection or termination of this Contract.

**STATUS AS INDEPENDENT CONTRACTOR AND SUBCONTRACTS**

Contractor is an independent contractor and while performing work on or off the Court's premises neither it nor any of its agents or employees shall be considered agents or employees of the Court. Only Contractor and its employees or approved Subcontractors' and their employees will be allowed on Court property. Contractor shall not subcontract or delegate its obligations under this Contract without the prior written consent of the Court.

**SUBCONTRACTS AND ASSIGNMENTS**

During the term of this Contract, Contractor shall make no subcontract or other assignment without the prior written consent of Court. When consent is granted, it shall not relieve Contractor of any obligation to Court.

**TERMINATION**

The Court may terminate all or part of this Contract for any or no reason at any time by giving notice to Contractor. Should Court terminate this Contract for convenience, the Court's liability shall be: (a) for standard or off-the-shelf products, a reasonable restocking charge not to exceed ten percent of the purchase price; (b) for custom products, the lesser of (i) a reasonable price for raw materials, components, work in progress, and any finished units on hand, or (ii) the price, set forth in this Contract, per finished unit, after giving effect to any discount the Court would otherwise be entitled to. For termination of any separate services specifically ordered, liability shall be the lesser of (a) a reasonable price for the services rendered prior to termination, or (b) the price for the services. If any hourly or other time-based rate for services is specified in this Contract, such rate shall be used in determining a reasonable price. Upon receipt of a termination notice, Contractor shall, unless otherwise directed, cease work and follow the Court's directions as to work in progress and finished goods.

**WARRANTIES**

Contractor warrants that all goods delivered shall (a) be free from defects in workmanship, material, and manufacture (including, without limitation, defects which could create a hazard to life or property); (b) be new, not refurbished or reconditioned, unless stated otherwise in this Contract; (c) be of merchantable quality and shall be fit for the purposes intended by the Court to the extent disclosed by Contractor; (d) comply with the requirements of this Contract; and (e) comply with all applicable laws and regulations. Contractor further warrants that all services shall be rendered in a good and workmanlike manner by skilled personnel in compliance with all applicable laws and regulations.

*End of General Terms and Conditions*



## STATEMENT OF WORK

### **I. BACKGROUND**

The current traffic citation system utilized by the Police consists of using pre-printed citation forms (see sample in the “Current Citation Form” section of this RFQ) and manual data entry by Police staff to a computer database. The field officer writes traffic violation information on the preprinted citation form. The hand written form is reviewed by the Traffic Sergeant or clerk for errors and corrected as necessary. Police Records staff receives the citation form and manually enters the information in the City’s Records Management System. The handwritten citation is also sent to the Court where it is manually entered in the Courts computer database. This system involves considerable manual data entry and review by motorcycle officers in the field and administrative staff in the Police traffic and records divisions.

The Court desires to solicit proposals from qualified vendors for the purchase and implementation of an automated traffic citation system in accordance with this RFQ. Award resulting from this RFQ is expected to result in a firm fixed price contract. The goal of this project is to provide, on average, a one-day turn around time to process traffic citations, resulting in current and accurate information being made available to the Court, law enforcement agencies and the State of California Department of Motor Vehicles. This project will provide handheld citation devices and equipment to select Police motorcycle officers.

### **II. REQUIREMENTS**

The Bidder which is awarded this bid shall deliver a comprehensive Handheld Citation Solution to support the storing and uploading of citations data. The solution must be easy to use, reliable, scalable, and robust in a standard and supportable platform environment. The proposed solution must include (ten) 10 Handheld Units and Charging Devices, and other associated equipment. All hardware, software and licenses, comprehensive training and training manuals, installation, and implementation support must be provided. The solution shall function within the City’s intranet, but enable the real-time or batch transmission of data to the host system(s). The solution must be capable of capturing citation information using handheld devices and online interactive loading of the data. Handheld Units must have the ability to print violations in the field. Full-featured reporting must be provided. The solution must support secure access and administrative functions. The Contractor shall install, configure, and ensure that all components are fully functional and that data transfers/communication between components takes place automatically and by user override. The Contractor shall provide maintenance, support, and service throughout the warranty period.

#### **A. System Requirements**

1. Must be sized to be a robust and stable platform to support the City’s volume and types of enforcement citation activity.
2. Must have a Microsoft Windows 2000/Windows CE or more recent operating system(s) and must be able to operate in an Ethernet Network environment.
3. Must enable the creation, printing, processing, storage and transmission of citation data to the host system(s).
4. All citation data fields must be fully configurable by City authorized users without additional cost and involvement of the Contractor.
5. Must allow allocation of individual citation number series to each Handheld Unit, prevent number duplication, and account for lost and unissued citation numbers. The solution must permit the identification of authorized Handheld Units and their citation numbers series.
6. The solution and its components should be easy to use and administrate by non-technical staff.
7. Must provide and support common export routines (such as ASCII) to permit data transmission to the host system(s).
8. Must have wireless technology capability.
9. Must enable Handheld Units to remotely transfer citation data in real time or in batch format to the system.
10. Must support the potential use of bar code scanning.
11. Must have sufficient storage to maintain citation records and associated files in a fully functional database exportable to accepted media for storage and use by other programs.
12. Must produce transfer logs and data transmission reports identifying data received/not received by the host system(s) and be capable of resending previously transferred citation records and other associated files by date or citation number range.
13. Must be configured to send/receive data to/from the Handheld Units and Host System(s) automatically.

**B. Handheld Requirements**

1. Must be an integrated unit suited for intended purpose, ergonomically designed to be held comfortably in the hand, environmentally sealed against dust and moisture and will function in extreme weather conditions without a protective casing, constructed of high impact resistant material, shock resistant, and fully functional when dropped from a distance of 4' onto a hard surface.
2. Must be powered by a rechargeable long-life battery capable of operating ten (10) hours at a minimum under normal conditions without recharging and have an energy saving mode and low-battery warning.
3. Must have a highly legible keyboard with sufficiently large keys for larger hands/fingers.
4. Must have USB port for data transfer or peripheral device attachment.
5. Must have a display/touch screen with lighting features for bright sunlight and nighttime use; will not darken/have dark spots when held properly and viewed with polarized sunglasses; and will allow users to draw notes/graphic images on the screen and append them to the citation record for later viewing.
6. Must have a magnetic stripe reader.
7. Must support the potential use of barcode scanning.
8. Must support the potential use of fingerprint scanning.
9. Must support the potential use of a digital camera to store images with citation records.
10. Must be able to issue traffic and/or parking citations and warnings, and compare vehicle license, permit, and identification numbers to a user defined list and alert the user with a predefined message when a match is found.
11. Must store information in removable memory in the event of damage or power failure and allow users to return to the same point in the application once power is restored and allow administrative users to recover the information in the event of damage to the Unit.
12. Must populate date/time fields accurately with automatic internal clock setting.
13. Must have an auto-complete feature with drop down menus and definable user responses for other data fields and allow users to determine if notes/comments will be printed on the citation.
14. Must be able to suppress certain fields from printing on citations if desired, such as comments.
15. It is desirable that the handheld devices weigh 2.5 pounds or less.
16. It is desirable that the units be capable of recording and storing images of cited vehicles.

**C. Printer and Paper Requirements**

1. Must be thermal and integrated into the Handheld Unit, capable of producing a scannable bar code; automatically positioning the paper by registration mark or user override; and delivering no fewer than fifty (50) citations per pack.
2. Printed citations must be no wider than four inches (4").
3. Paper must be durable, weather resistant and preferably supplied in fan-folded or flat configuration.
4. Must produce the City's desired citation form/design on the paper which is included in this RFQ.

**D. Management Reporting Requirements**

1. Must provide standard reporting generation. Preference will be given to systems having powerful reporting capabilities without the need for special programming or technical skills.
2. Must be fully capable of creating daily, weekly, monthly, and annual reports and/or by user specifiable date ranges for all data fields including transactions, words, and word strings, and show citation issuance by day, date, and time, officer, violation type, location, license plate, vehicle identification number, etc.

**E. Security Requirements**

1. Must enable an authorized system administrator to add, modify and delete authorized users.
2. Must support the assignment of a unique user name or identification number and password to each authorized user and to authenticate the user for access to the system and for use of the Handheld Units.
3. Must provide robust security to prevent inappropriate access or changes to the system and the data, intentionally or unintentionally.

**F. Contractor Support Requirements**

1. Support must be available at a minimum between 7:00 a.m. to 4:00 p.m. Pacific Time, Monday through Saturday, and preferably via a toll free telephone number.
2. The Handheld Units, including its touch/display screen, batteries, buttons, printers, connecting cables, chargers, and hand strap must be warranted by the manufacturer and covered by a post-warranty maintenance contract.
3. All application software enhancements must be included as part of the support fee.

**G. Training & Documentation Requirements**

1. Contractor must provide complete training covering all aspects of the solution including file transfers and interfaces included in the total system price.
2. Contractor must provide system documentation and training manuals (electronic portable document file (PDF) and/or hard copy) for all software and hardware.

*End of Statement of Work*

# CURRENT CITATION FORM

<b>BAKERSFIELD POLICE DEPARTMENT</b>									
<b>NOTICE TO APPEAR</b>									
<input type="checkbox"/> MISDEMEANOR <input type="checkbox"/> Traffic <input type="checkbox"/> Nontraffic									
Date of Violation			Time		Day of Week		Case No.		
Name (First, Middle, Last) <input type="checkbox"/> Owner's Responsibility (Veh. Code, § 40001)									
Address									
City			State			Zip Code			
Driver's Lic. No.		State	Class	Age	Birthdate	<input type="checkbox"/> Telephone No.			
Sex	Hair	Eyes	Height	Weight	Race	Other Description			
Veh. Lic. No.		State		<input type="checkbox"/> Commercial Vehicle (Veh. Code, § 15210(b))			<input type="checkbox"/> Hazardous Material (Veh. Code, § 353)		
Yr. of Veh.	Make	Model	Body Style	Color					
Evidence of Financial Responsibility									
Registered Owner or Lessee <input type="checkbox"/> Same as Driver									
Address <input type="checkbox"/> Same as Driver									
City			State			Zip Code			
Correctable Violation (Veh. Code, § 40610) <input type="checkbox"/> Booking Required Description Misdemeanor or Infraction									
Yes	No	code and section							
<input type="checkbox"/>	<input type="checkbox"/>					M I			
<input type="checkbox"/>	<input type="checkbox"/>					M I			
<input type="checkbox"/>	<input type="checkbox"/>					M I			
<input type="checkbox"/>	<input type="checkbox"/>					M I			
Speed Approx.	P.F. Max Spd	Veh. Lmt.	Safe	Radars	<input type="checkbox"/> Cont. Form Issued	N			
Location of Violation(s) City/County of occurrence						W	E		
at									
Comments (Weather, Road, & Traffic Conditions) <input type="checkbox"/> Accident						S			
<input type="checkbox"/> Violations not committed in my presence, declared on information and belief. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.									
Date _____ Arresting or Issuing Officer _____ Serial No. _____ Vac. Dates _____ to _____ Name of Arresting Officer, if different from Issuing Officer _____ Serial No. _____ Vac. Dates _____ <b>WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW.</b> <b>X Signature</b> WHEN: Date: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM <b>WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE.</b> <input type="checkbox"/> 1. COURT ADDRESS: 1215 TRUXTUN AVE. - KERN CO. METRO DIVISION - JUSTICE BUILDING 868-2382 PAYMENT OF FINE NOT ACCEPTED UNTIL 72 HOURS AFTER TIME OF ISSUE <input type="checkbox"/> 2. POLICE DEPARTMENT 1601 TRUXTUN AVE., BAKERSFIELD <input type="checkbox"/> To be notified You may arrange with the clerk to appear at a night session of the court.									
Judicial Council of California form Rev 01/01/04 Vehicle Code sections 40500(b), 40513(b), 40522, 40600, Penal Code section 853.9 <b>SEE REVERSE</b>									

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End of Current Citation Form